

**PUBLIC WORKS & FACILITIES COMMISSION
REGULAR MEETING
WEDNESDAY, SEPTEMBER 14, 2016
TIME: 7:00 P.M.
MUNICIPAL BUILDING
ROOM 208
MIDDLETOWN, CT**

Members Present: Councilman Thomas Serra
Councilman Gene Nocera
Councilman Philip Pessina
Councilman Sebastian Giuliano

Absent: Councilman Carl R. Chisem

Staff Present: William Russo, Director of Public Works
Brain Young, Superintendent of Parks

Others: Earl Roberts, 785 Bow Lane
Krishna Winston, 655 Bow Lane
Mark Hurley, Scoreboard Enterprises, Inc.

Chair Chisem opened the Public Works & Facilities Commission meeting at 7:00 P.M. Chair Chisem requested a motion to approve the minutes dated August 17, 2016. Motion to approve the minutes was seconded and approved unanimously.

PUBLIC COMMENT ON AGENDA ITEMS:

Earl Roberts, 785 Bow Lane, asked if there was a paper trail on item 5c. He also wanted to know if this is an event sponsored by the City or if it is just for recognition. Chair Chisem stated that he cannot provide the answer to these questions at this time. Earl stated that he will follow up at a later time.

Director Russo stated that there is no financial impact to the City for this tournament. The reason this item is in the agenda is due to the ordinance stating that the park closes at sunset. This commission is needed to vote on the waiving of the ordinance for this specific event which allows the residents to stay overnight.

Earl suggested moving 'Public Comment on Non-Agenda Items' to the top of the agenda so that he does not have to sit through the full meeting to address a specific matter. A motion was made to approve the moving of the discussion for 'Public Comment on Non-Agenda Items' to the top of the agenda. Motion was seconded and approved unanimously.

CORRESPONDENCE:

- a. 2016-010 Newtown Tennis Courts Acceptance or Rejection of Proposals Letter – Director Russo stated that the bids are going to be rejected since the timing was wrong. This project will be included in the overall bond which will cover the Woodrow Wilson Track, Pat Kidney Field and the Newtown Tennis Courts.

Director Russo stated that post-tension courts are similar to bridge decks. This part of the project will be bid two ways: post-tensioned concrete with the alternate option of asphalt. He stated that

according to five engineers, the sites conditions will not fail any faster if the base of the courts are built using this method.

Councilman Serra asked of the 21st Century Parks Committee agreed upon rejecting the proposal letter. Director Russo stated that there was a vote at the most recent meeting indicating their approval of having one large overall bid.

NEW BUSINESS:

- a. Palmer Field Scoreboard Presentative – Director Russo introduced Mark Hurley, Scoreboard Enterprises, Inc., and Brian Young, Superintendent of Parks Department. He indicated that Mark currently services the new scoreboards at Wesleyan University and Xavier High School.

Director Russo stated that Brian can attest to the issues with the current scoreboard at Palmer Field. It is six years old and was originally bought from Fair Play whom contract out to Hamden Engineering to do the maintenance work. During this six year span, the technician has been out to repair the scoreboard at least twenty five times. In the past, the scoreboard has stopped working during state tournaments of the Legion along with football games.

In terms of parts and maintenance, the current scoreboard is obsolete which has been confirmed by technicians that have made repairs in the past. If approved by this commission, the funds for a new scoreboard can be added to the bond.

Mark Hurley stated that he has been servicing scoreboards in Middletown for over sixteen years without having to replace them. He also mentioned that Scoreboard Enterprises, Inc. has serviced the same scoreboard at Plymouth State University since 1981. There are about 3,000 customers throughout New England. The company originated with Mark's father so even as the sales representative, Mark is technical in the service base having grown up around the business.

As a whole, there are four service technicians and all of the installations are done internally. Aside from the service end of the business, there is a separate support staff in the office that are also service based.

Councilman Serra asked Mark how the service contract works. Mark indicated that the service contract is done on an as-needed basis since the quality of the products require very little service. All of the components inside of the display, including the power supplies in the modules are all sealed.

Councilman Serra asked if there is a way to test the City's power source to make sure that it is what is needed to have a successful, long lasting scoreboard. Mark indicated that power is not the issue. A new fiber optic cable will be installed which will be compatible with their equipment. This is all included in the original price. There are no contingencies that come with the scoreboard since everything is cut and dry already. The scoreboard parts come with a five year warranty along with all of the work completed within the first year.

The new scoreboard will have the dimensions of 7'10 x 23'11. This is similar to the one that is being replaced. The resolution in the new display is 140x450 compared to the old resolution of 56x192; this is almost three times the resolution in the same display. Councilman Pessina asked if there is any redundancy in the system. Mark indicated that there is a primary live back up that will be

running all the time. The lights in the scoreboard are LED, 100,000 hour rated. This means that the lights can be on for 100,000 hours; this is when they hit their “half-life.” After this, the lights will start to dim over time instead of burning out. The life expectancy of the scoreboard will be hit before the hours are reached.

Director Russo stated that Purchasing Department has given permission to purchase this scoreboard with the CREC contract. The budget for Palmer Field is \$500,000.00; this purchase fits within the budget. There will be no bid waiver needed.

If the paper work is completed on time, the scoreboard should be installed by the end of the football season and on time for baseball season.

A motion to move forward with the purchase of the scoreboard within the CREC contract was made. Motion was seconded and approved unanimously.

- b. Oce Colorwave 500 Upgrade – Director Russo discussed the quote provided in the agenda packets to upgrade the plotter machine located in the Engineering Division office of Public Works. He specified that Tina Gomes, Chief Management Analyst, did most of the legwork on the Oce Colorwave 500 upgrade. This machine is used by Planning, Conservation and Development, Registrar of Voters, Engineering, Tax Assessors, Town Clerk, etc. According to the IT Department, the current machine is beyond repair.

The pricing goes off of state bid and will cost a total of \$29,854.00 which includes all accessories. The plotter machine broke about three weeks ago and the list for CNR purchases is due to the Finance Department on Friday, September 16, 2016. Director Russo asked if the City’s CNR can be used to purchase this machine.

Councilman Serra recommended funding this item as an appropriation so that the money is received up-front. It will then be put into the CNR so that the fund balance will be replenished.

A motion was made to include the Oce Colorwave 500 upgrade on the Finance and Government agenda with the above recommendation. Motion was seconded and approved unanimously.

- c. Connecticut Carp Open Fishing Tournament – Director Russo indicated that permission from this commission is needed to waive the ordinance to allow the fishermen to stay on the premises overnight for the Carp fishing tournament. The Police Department is notified of this event ahead of time. There have not been any issues in the past three years that this tournament has taken place.

A motion to allow the fishermen permission to stay on the premises overnight was made. Motion was seconded and approved unanimously.

- d. Tree Wardens’ Association Fall Workshop – Director Russo stated that this workshop is for Rick Romano, Deputy Tree Warden, to keep his credits for schooling as a part of his job description.

A motion was made to fund the Tree Wardens’ Association Fall Workshop for Rick Romano. This item will then go to the Finance and Government Commission for final approval. Motion was seconded and approved unanimously.

- e. Building Permit Refund: Sunrun Solar, \$229.16 – Approved.

Director Russo stated that this refund is for a building permit that was pulled prior to the cancellation of work. Motion was made to approve the building permit refund. Motion was seconded and approved unanimously.

OLD BUSINESS:

- a. August 2016 Public Works Overtime Report – Director Russo stated that there is not much overtime being conducted. Gowin Road was just paved and Cedar Street is next on the list. Yankee Gas did work on these roads a few years ago. The trenches are given some time to settle and then the City goes to work on the repairs including the addition of curbing. Other than the two large rain storms, there have not been many call-ins for downed trees. All of these calls are originated from dispatch, including a couple of motor vehicle accidents that the City Yard will have to respond to.
- b. August 2016 Building Permits – Director Russo stated that the projection from the Council to the budget was increased to about \$650,000.00. Currently, the department is on schedule to collect about \$580,000.00-\$590,000.00. The spring time may provide some large projects to increase the overall revenue for this fiscal year.

The FedEx site is going well and the footings are scheduled to go in during the month of October. The anticipated completion date will be two and a half years from now.

OTHER:

- a. August 2016 Monthly Report – Highway Division – Director Russo stated that a spreadsheet is in the works which shows the in-kind services provided by the City for the Board of Education. This will show what the Public Works needs will be once Pat Kidney Field is closed. The major question is what to do with the jurisdiction of the Woodrow Wilson Track once the bond puts the money in the line item. This spreadsheet should be available for the next Public Works and Facilities Commission meeting in October to discuss future policies. The following meeting will most likely include the City Attorney to discuss the facilities usage and how it will be split amongst the Board of Education, City of Middletown and members of the public.
- b. August 2016 Overtime Report – Parks Division – Overtime for the Parks Department is at a minimal at this time. The only time it is required is if the gates have to be opened and closed for football games on weekends.

PUBLIC COMMENT ON NON-AGENDA ITEMS:

Earl Roberts stated that after going into the administration office, he noticed the paper trail for all of the recycling guidelines. He questioned whether or not the flyers are individually or collectively made readily available for the residents at the Landfill.

Earl also discussed the conditions of the apron of his driveway. Patchwork is completed by the City every 4 weeks which in turn creates problems with neighbors and their cars tires. He stated that Cedar Lane to the end of Bow Lane was put on a bond referendum back in 2008. The bond has since been approved; however, the road has still not been repaired. Earl brought up another issue regarding the conditions of Reservoir Road. Due to the recent storms and weather conditions, the road has become washed out. He requested that the commission take a look at this issue. He would like to at least see grading of the road take place so that homeowners can travel safely and successfully.

The commission stated as a whole that they will take these issues into consideration. The bond for Bow Lane and the grading of Reservoir Road will be looked into further.

Krishna Winston, 655 Bow Lane, made a comment regarding the display of recycling flyers which Earl had brought up earlier. She recommended that these flyers be provided as a hand-out in the trailer at the Landfill for residential information.

One of the councilmen stated that once the Recycling Commission is at a point where the signage and flyers are ready to be distributed, they can then bring them back to this commission to address the issue on the displaying of flyers.

As there was no further discussion, the Public Works & Facilities Commission meeting adjourned at 7:51 P.M.